

~~Administrative - Internal Use Only~~

13 May 1987

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with NSA Regarding Thrift Administration
for []

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Attendees:

[]

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1. The meeting was held at [] to discuss the Agency's role in administering the Thrift Savings Plan for [] employees. The meeting was held to ensure that NSA was aware of their responsibility to us in performing this function. We wanted to use the occasion to remind NSA of the need to provide reimbursement for various types of services and to lay the groundwork for staffing assistance. [] prepared the agenda (attached) which served as the basis for the meeting.

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2. In general, the meeting went well. There was considerable discussion of the format of tapes to be transferred to us and when vouchers would be transmitted to CIA from NSA. Initially, we would be receiving a tape in the format used by the National Financial Center (NFC). Later the tapes would be in the format necessary to run in our computer environment. No real problems were identified in providing or processing the tape.

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3. I broached the issue of supporting costs and they agreed to reimburse us for expenses that might occur to us for administering the Thrift program for [] personnel. They also agreed to check the eligibility of employees assigned to [] to participate in the plan and would also provide them with information on loan applications and determine their eligibility for loans. NSA would inform us of changes in election addresses, beneficiaries, and do so in the format that could be used with our systems. They also agreed they would maintain the official file on their personnel on Thrift and beneficiary election forms. We spent considerable time on how accounts might be handled [] Clearly this is a difficult issue and one that needs further discussion before we can come to an agreement with NSA.

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4. We agreed to get back together with them to discuss how individuals who leave NSA [] would be handled. I told him we would have the meeting after we worked through some of these issues within CIA and addressed them with the Thrift Board.

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5. The only proposal they questioned was our request for manpower support. They wanted to know how we would use such a person since the participation level for [] was very low. While they had no problem in theory providing a non-reimbursable detailee, they did not feel management would support such a detailee at this time without further justification. I indicated we would draft a memorandum outlining our requirement and justify a need for an individual. In the course of our discussion on the paperwork required for processing [], it became apparent that they were not familiar with the amount of support required to handle these individuals. I believe we can justify ~~our~~ request for NSA staff support on the basis of the processing required []. We need to make our case now even though NSA might not provide us with an officer until our participation level is higher.

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6. We then discussed the proposed CIA responsibilities with regard to administering the Thrift for NSA employees at []. We agreed to transfer their Thrift money in bulk to the NFC; they had no problem with that arrangement. We also indicated that we would maintain individual Thrift accounts and generate periodic statements for employees. We indicated that we would like NSA to disseminate to [] participants. We also agreed to respond to queries from the NSA Thrift representative regarding accounts of the individual NSA employees between the issuance of statements. Finally we agreed to reconcile the money to the record transmitted from NSA.

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7. No agreement was reached on whether or not we would process checks for loans since it was not clear how loan payments will be handled. This would be a matter for future discussions.

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8. Because of the outstanding issues , the participants at the meeting decided not to prepare an MOU between NSA and the Agency at this time. We would continue operating as we had for the time being pending resolution of some issues.

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